

ANGELS CAMP MUSEUM COMMISSION

Minutes of Re-Convened Workshop

July 29, 2010

Commission Members Present: Bob Petithomme, Chairman, Lee Croletto, Rick Downey, Tad Folendorf, Anne Forrest, Jack Johnson, Renée Minard-Menzes

Others Attending: Judith Marvin (Vice-President Museum Foundation)

Copies to: Dave Richards, Mary Kelly, Melisa Ralston

1. **CALL TO ORDER:** Following the workshop held at the Museum Carriage House, Chairman Bob Petithomme re-convened the workshop at 10:15 am at the Community development Conference Room.
2. **PUBLIC COMMENT:**
 - a. Judith Marvin, vice-chairman of the Foundation, outlined several grants that may be available for the Museum. She will participate in a conference call in August for a grant from the American Heritage Preservation. This grant covers treatment of library, museum, and archival collections; improvements or collections storage; and environmental improvement of collections. She will report back to the Commission.
3. **DEVELOPMENT OF A STAFFING PLAN:**
 - a. Discussion was held about new guidelines for the Museum Administrator/Director and Museum staff and the Commission's recommendations to City Council on filling vacant positions at the Museum.
 - i. It was decided that the Administrator position must be filled with a minimum of 30 hours a week, preferably 40 hours a week. It was agreed that the title should be changed to Director instead of Administrator. It was also agreed that at least one position of clerk needed to be filled. **ACTION: Lee Croletto and Bob Petithomme will make a presentation to the Personnel & Finance Committee on Monday, August 2, 2010 regarding filling the vacant positions.**
 - b. Discussion was held regarding letting various key contacts know about the Administrator's departure. **ACTION: Anne will draft a letter to Gregg Camfield of the University of California/Merced and to Bob Hirst of the Bancroft Library, Berkeley, regarding their contact until the Administrator position is filled. Bob P will get the correct names and addresses.**
 - c. Follow-up from Workshop with staff: **Action: Lee Croletto will follow up regarding outstanding bills to the Angels Copy Center and to Foothill Printing.**
 - d. Bob Petithomme received a letter from the Democratic Central Committee regarding the use of the Carriage House for their meetings. It was determined that the County of Calaveras is responsible for providing the meeting location for them. **ACTION: Bob to notify the DCC of the decision.**
4. **ADJOURNMENT:** The workshop was adjourned at 11:15 a.m.